



**Request for Proposals
For
Alcohol and Drug Residential Recovery Services
For Co-Occurring Disorders
RFP HSS 03-19**

**Addendum No. 1
Issued on November 24, 2003**

The following are corrections/additions to RFP HSS 03-19. If you have any questions regarding this information, please call Antoinette (Toni) Hanson at (909) 388-0276.

Section 1

Page 7, Section IV, Paragraph D, Item 1 (n) is amended to read, "Ongoing collaboration with the Co-Occurring Disorders Team from DBH which includes case management, weekly groups with a Clinician and follow-up appointments at *DBH/Contract agency outpatient clinics*."

Page 26, Section XIII, Paragraph A is amended to read, "Evaluation Process - All proposals will be subject to a standard review process developed by County. A primary consideration shall be the effectiveness of the agency or organization in the delivery of comparable or related services based on demonstrable performance. All requirements listed in *Section XII, Proposal Submission* are obligatory and failure to comply may eliminate a proposal from consideration."

All references to medically monitored detoxification services are amended to read, "*monitored residential detoxification services*". For clarification, monitored residential detoxification services are appropriate for participants assessed as not requiring medication for the management of withdrawal, but require this level of service to complete detoxification and enter into continued treatment or self-help recovery because of inadequate home supervision or support structure. This level is characterized by its emphasis on peer and social support."

Section 2

**Questions received from the
November 13, 2003 Conference**

- 1. Question:** What type of County staff will be provided by the Department of Behavioral Health (DBH) for this project?
Answer: The DBH will provide a Licensed Clinical Therapist, Drug & Alcohol Counselor, Social Worker II and Psychiatrist.
- 2. Question:** How many hours will County staff be available during the day and/or week?
Answer: Staff will be available full-time which is forty hours per week except the Psychiatrist who will be available an undetermined number of hours per week.

3. **Question:** Will County staff be available to respond to medical emergencies which may necessitate a call to 911?
Answer: No. The Vendor(s) will need to handle medical emergencies.
4. **Question:** How can a facility become certified as a residential recovery facility?
Answer: All certifications are done by the State Department of Alcohol and Drug Programs.
5. **Question:** What is the difference between “Medically Managed” and “Medically Supervised” detoxification services?
Answer: Per the State's Department of Alcohol and Drug Program Certifications Standards (Section 16015 - Levels of Detoxification Services), the official terms are actually “Medically-Managed Residential Detoxification” which requires a higher level of certification, and “Monitored Residential Detoxification” which is commonly known as a “Social Detoxification”.
Further information on the definitions can be obtained from the following web site:
http://www.adp.cahwnet.gov/LCB/Combined__Certification_Standards.doc
For purposes of this RFP, potential Vendors must be *currently* certified to provide “Monitored Residential Detoxification” services as defined in Section I of this document.
6. **Question:** Will the Staff provided by the County be the individuals who primarily monitor the medication for patients with mental health issues?
Answer: County personnel will provide consultations, case management, group therapy sessions and linkages to the DBH system, if needed. A DBH Psychiatrist will prescribe and monitor medications.
7. **Question:** Will selected Providers be reimbursed on a cost reimbursement or fee-for-service basis?
Answer: Reimbursement will be based on a “negotiated bed rate” which means that the Vendor will be paid a fixed rate for each bed that is used for services under this RFP.
8. **Question:** Will the County be performing evaluations to determine the progress and success of this pilot project?
Answer: Yes. DBH will perform evaluations, but input will also be obtained from the Vendor(s).
9. **Question:** Can Department of Justice clearances be obtained through the local Sheriff's Department?
Answer: Yes.
10. **Question:** Is the evaluation criteria on page 27 of the RFP listed in order of importance?
Answer: No. All of the criteria listed is equally important and will be evaluated accordingly based on the information provided in an agency's proposal.

11. **Question:** Is the County looking to contract with multiple facilities or just one main facility?
Answer: The County is looking to contract with up to three Vendors.
12. **Question:** How much money is available for contract awards?
Answer: For fiscal year 2003-2004, there is approximately \$525,000 available. The County is anticipating receiving \$700,000 for fiscal year 2004-2005.
13. **Question:** How will the final proposal evaluations be ranked?
Answer: Based on the information provided by the evaluators, HSS Contracts will prepare a spreadsheet, which contains a synopsis of the proposals and the ranking(s) of each proposal. This information will be forwarded to the Director of DBH for final review and recommendations for contract awards.
14. **Question:** Is there a specific medical detoxification model the County prefers?
Answer: Yes. All clients should be medically monitored and then receive 90 days of outpatient support services.
15. **Question:** On Page 24, Item 5 (c) of the RFP, it states that Proposers must include a statement that the agency has a demonstrated capacity to perform the required services under the RFP. What if an agency doesn't have the capacity to provide all services at this time?
Answer: Proposers should include information in the proposal on the items that need to be remedied. For example, if a Proposer does not currently have a facility, the proposal should address how a facility will be obtained. Please be mindful that selected Vendors must be able to provide all of the required services effective February 10, 2004.
16. **Question:** Is there a maximum number of pages required for the proposal and proposal narrative?
Answer: There is no page limit specified in the RFP; however, Proposers should provide detailed information and should not exceed four pages per topic.
17. **Question:** Does the selected Contractor have to be located in, or have a facility, in San Bernardino County?
Answer: No. However, keep in mind that the services areas are in San Bernardino County so information should be included in the proposal explaining how clients will be transported to receive supportive services if the service facility is not in San Bernardino County.
18. **Question:** Should the program budget only include expenses for alcohol & drug related program services?
Answer: Yes. Selected Vendors will only be reimbursed for expenses for alcohol and drug related services. Mental health services will be provided by County personnel.
19. **Question:** Will the Contractor be responsible for locating clients or will DBH refer the patients?
Answer: DBH will provide all of the client referrals.

20. **Question:** Once the client completes 90 days of outpatient services, what type of follow-up will be provided?
Answer: DBH will review the client's progress and determine if additional support services should be provided.
21. **Question:** How should the bed rate be computed? Should information on the bed rate be included in the budget and/or program section?
Answer: Since reimbursement will be based on a "negotiated bed rate", the bed rate should encompass all of the expenses included on Attachment E of the RFP. Proposers can also provide an explanation of how the rate was computed in the program description section of the proposal.
22. **Question:** Is the County looking for a particular number of beds?
Answer: The County is trying to obtain as many beds as possible.
23. **Question:** Will awarded Contract(s) be extended after the June 30, 2005 end date?
Answer: A definitive answer cannot be given at this time. This is a pilot project; therefore, Contract extension will be dependent upon Federal funding and Contractor performance.

**Questions received prior to the November 13, 2003
Conference**

24. **Question:** What does ongoing collaboration with the co-occurring disorders team from DBH, which includes case management, weekly groups with a clinician, and follow-up appointments with the Mesa Clinic, mean?
Answer: Vendors will be expected to maintain open communication lines with County staff regarding the services provided to clients under a Contract, participate in any scheduled meetings and share resources. Follow-up appointments will not be exclusive to the Mesa Clinic but will also include DBH and contract agency outpatient clinics.
25. **Question:** Does an organization need to have an existing facility in order to provide services under this RFP?
Answer: Proposers should have an existing facility since there are no funds available for start up costs.
26. **Question:** Does the County really want "medically-monitored" detoxification services as specified in the RFP since regulations state that these types of services can only be performed by acute hospital facilities which will exclude community - based organizations?
Answer: See answer to Question #5.
27. **Question:** Is there an existing Contractor that provides the types of services requested in this RFP?

Answer: There are several Vendors that provide residential recovery services; however, there aren't any agencies that currently specialize in providing the type of extensive services listed in the RFP.

**Questions received after the November 13, 2003
Conference and prior to the deadline for questions**

28. Question: How does the County feel about collaboration between agencies? My agency is planning to incorporate a business with two other agencies; however, since the legal paperwork is still being processed, can a proposal still be submitted?

Answer: The County strongly encourages collaboration. Since the paperwork is still being processed for the incorporation, one agency needs to be designated as the lead agency to submit the proposal.

29. Question: Can an agency that is certified to provide residential detoxification services and residential alcohol and/or other drug services submit a proposal under this RFP?

Answer: Yes

30. Question: If an agency is planning to provide transportation services for clients, what is the requirement for automobile insurance?

Answer: If an agency plans to transport clients, automobile insurance coverage in the amount of \$2 million dollars is required.